

EDU 241: Editing and Managing Websites “Cheat Sheet”

Throughout the semester you will be asked to complete a number of projects, including an electronic portfolio. There are various authoring programs that can be used to create electronic portfolios. In the past, this course used Adobe GoLive. However, this authoring program can be cumbersome and requires a paid subscription. Alternatively, we will be using *Google Sites* this semester, which is a free authoring program with many advantages. For example, you do not need to have any previous technical knowledge nor do you have to learn HTML in order to build a high quality website. Below provides some pertinent information to help with the process of building your own website.

Step #1: You need to have an existing *Gmail* account in order to use Google Pages. A Gmail account is Google’s version of webmail. It is easy to set up and, most importantly, it is free! Simply click on the below link to set up a Gmail account (or google “Gmail”). *Please note that you will be asked to create a username during this setup. This username may be a part of your address for your webpage. As such, make sure your username is appropriate.*

<https://www.google.com/accounts/ServiceLogin?service=mail&passive=true&rm=false&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F%3Fui%3Dhtml%26zy%3DI&bsv=llya694le36z&sc=1&tmpl=default&tmplcache=2&from=login>

Step #2: Once you have created a Gmail account, you are ready to begin developing your website. Click the below link to begin the process. You will need to enter your username and password created in Step #1.

<https://www.google.com/accounts/ServiceLogin?continue=http%3A%2F%2Fsites.google.com%2F&followup=http%3A%2F%2Fsites.google.com%2F&service=jotspot&passive=true&ul=1>

Step #3: Now you can create and edit the first page of your website, your homepage. The below table contains some questions and answers that will help you as you develop webpages in your website. *Please note that Google Sites routinely changes the interface, so the below steps may need to be slightly modified.*

How Do I...	Steps...
Login so that I can edit my website?	(1) Go to the Google Sites Webpage (type “Google Sites” into the search engine and click on “Google Sites – Free Websites and Wikis”) (2) Enter your email (i.e. “username@gmail.com) and password

	<p>(3) Click your website under “My sites”</p> <p>(4) Your homepage will be displayed. If you want to edit this page, simply click “Edit page.”</p>
Create a new page?	<p>(1) Make sure you out of “editor” mode</p> <p>(2) Click “Create page” in upper right hand corner</p> <p>(3) Select “Web Page”</p> <p>(4) Enter appropriate “Name”</p> <p>(5) Select “Put at the top level”</p>
Edit an existing page?	<p>(1) Select page from either navigation bar or “Recent Site Activity”</p> <p>(2) Select “Edit page” in upper right hand corner</p>
Save the webpage I am currently working on?	<p>(1) Once you are in editor mode, select “Save” in upper right hand corner</p>
Hyperlink to an attachment (such as a word document, pdf file)	<p><i>You need to first upload the document to your website:</i></p> <p>(1) Click “Edit Sidebar”</p> <p>(2) Click “Attachments” in left bar</p> <p>(3) Click “Upload” in lower or upper toolbar</p> <p>(4) Click “Browse” (note: you need to have access to the document from computer)</p> <p>(5) Select the document and click “Open”</p> <p>(6) Click “Upload”</p>

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- (7) Right click “View” or “Download” under the newly uploaded document
 - (8) Select “Copy Link Location”
 - (9) Click “Return to site” in upper left hand corner
 - (10) Navigate to the relevant webpage
 - (11) Click “Edit page”
 - (12) Click and drag over text that you would like to hyperlink
 - (13) Click “Link” in middle of upper tool bar
 - (14) Click “Web Address”
 - (15) Paste the address (you copied it in step #8)
 - (16) Click “Ok” in lower left
 - (17) Click “Save” in upper right

Hyperlink to an existing **external** webpage

- (1) Navigate to the relevant webpage
 - (2) Click “Edit page”
 - (3) Click and drag over text that you would like to hyperlink
 - (4) Click “Link” in middle of upper tool bar
 - (5) Click “Web Address”
 - (6) Paste the address of the website you want to be hyperlinked
 - (7) Click “Ok” in lower left
 - (8) Click “Save” in upper right
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- Hyperlink to an existing **internal** webpage
- (1) Navigate to the relevant webpage
 - (2) Click “Edit page”
 - (3) Click and drag over text that you would like to hyperlink
 - (4) Click “Link” in middle of upper tool bar
 - (5) Click “Existing Page”
 - (6) Select a page
 - (7) Click “Ok” in lower left
 - (8) Click “Save” in upper right
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Add pages to my navigation bar?

Note: You can only add pages to the navigation bar after you have created them

- (1) Click “Edit page”
 - (2) Click “edit sidebar” under your navigation bar (usually on left side)
 - (3) Click “edit” in Navigation section (left middle of page)
 - (4) The first time you do this step, you may **not** see any pages. If so, **deselect** “Automatically organize my navigation.” At this point, you should see “Add page” in lower left of window.
 - (5) Select “Add page”
 - (6) Select page and click “Ok”
 - (7) Repeat for any pages that you would like to add.
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Change the order of my pages in the navigation bar?

- (1) Click “Edit page”
- (2) Click “edit sidebar” under your navigation bar (usually on left side)
- (3) Click “edit” in Navigation section (left middle of page)
- (4) The first time you do this step, you may **not** see any pages. If so, **deselect** “Automatically organize my navigation.” At this point, you should see “Add page” in lower left of window.
- (5) After you have added pages (see above question and steps), you can change the order by simply:
- (6) clicking on the page you would like moved, then:
- (7) Clicking on the down/up arrows to the right to change the order.
- (8) You can also delete pages from the navigation bar by selecting the page and the clicking the “X” in the right hand column. Deleting a page from the navigation bar will **not** delete the page (just the link to it in the navigation bar).

Change the layout of my webpages (color, design, etc)?

- (1) Click “Edit page”
 - (2) Click “edit sidebar” under your navigation bar (usually on left side)
 - (3) You can change the colors and fonts by selecting “Colors and Fonts” under “Site appearance” in left column
 - (4) You can change the Themes by selecting “Themes” under “Site appearance” in left column
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Change the background of my webpages?

(1) Go to my website. Click “Current Courses”, “Educational Technology”, and then “Web Development”. This page will provide a link to various pages with background colors. Save any potential background colors (right click “Save image” to desktop)

(2) Click “Edit page”

(3) Click “edit sidebar” under your navigation bar (usually on left side)

(4) Click “Colors and Fonts”

(5) Click “Page background image” OR “Page wrapper background image”

(6) Select “Browse”

(7) Select the saved background image (from Step #1)

(8) Select “Ok”

Insert an image and edit an image?

(1) Click “Edit page”

(2) Select “Insert” in upper left hand corner

(3) Select “Image”

(4) Upload the image (if you have not already done so) by selecting “Browse” and then select the image (**note: you need to have access to the document from computer**)

(5) Click on the image

(6) You can make minor adjustments to the image by clicking on it once in the editor mode (you can change the size (S, M, or L) and/or make the text wrap around the image (Wrap: on off)).

Create a link to my Email?

(1) Highlight the text that you wish to hyperlink to your email (i.e. “[Email Me](#)”)

(2) Click “Link” in the upper toolbar

(3) Select “Web Address”

(4) The address is:

mailto:your email address

For example: Joe Smith would use the following:

<mailto:jsmith@gac.edu>

Change the site name, site description, and/or “landing page” (i.e. designated homepage)?

(1) Click “Edit page”

(2) Click “edit sidebar” under your navigation bar (usually on left side)

(3) Click “General” under “Site Settings”
